



# Individuals Making Progress Advancing Communities in Texas

To empower the lives of youth, families and individuals by uplifting communities to make positive changes through social services.

## Assumed Name: IMPACT Texas **Organizational Meeting Minutes**

Telephone Conference  
Thursday April 2, 2015  
7:00 – 8:30 pm

### **I. Meeting call to order:**

**Response:** The organizational meeting was called to order at 7:08 pm by the Founder-Stephanie A. Carr-Harris (referred to as Stephanie Harris of Individual Making Progress Advancing Communities in Texas (DBA) IMPACT Texas.

### **II. Roll Call:**

**Response:** Blanca Rodriguez, Member-at-Large, Curtis Carr Jr., President and Melissa Turner, Secretary and Stephanie A. Harris-Founder. **President established a quorum was present; therefore, move forward with the meeting.**

### **III. Additions or corrections to the agenda:**

**Response:** Elect Chief Executive Officer and discuss the Backpack to School Bash, **Chair; Backpack to School Bash and the** Fundraising Committee: Stephanie Harris and to inform the Board of the Corporation temporary email address.

### **IV. \*Elect officers and Chief Executive Officer (CEO):**

**Response:** Unanimous decision to elect the following people to Board of Directors: Curtis Carr Jr.-President, Melissa Turner- Secretary, Blanca Rodriguez-Member-At-Large and Stephanie A. Harris- Chief Executive Officer. Moved by Curtis Carr Jr., and seconded by Blanca Rodriguez. The President adopted the above motion by unanimous vote.

### **V. Board of Directors Requirements (submitted prior to the meeting):**

- a. Applications.
- b. Training.
  - i. Overview of Board Training.
- c. Board packets – Action Item.

**Response:** Board applications and training is **due by April 14, 2015.** Email application to Stephanie A. Harris.

### **VI. Identify the principal business office:**

**Response:** The principal business office is located at 20810 Racers Ford Lane Pflugerville, TX 78660.

### **VII. \*Approval of prior Board of Directors minutes.**

**Response:** Board of Directors agreed to approve minutes stating that Stephanie A. Harris was the "acting secretary" (Secretary to maintain copy of all minutes) when opening the Corporation business bank account. Moved by Curtis Carr Jr., and seconded by Blanca Rodriguez. The President adopted the above motion by unanimous vote.



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### **VIII. Bank Account-Corporation:**

**Response:** Capital One Bank is where we will be banking. The bank account is effective

April 1, 2015.

- a. \$250 to open the account and we will receive \$50 due to a referral (will be posted within 6 to 8 weeks). The \$250.00 to open the business bank account were personal funds of the CEO and will be withdrawn since the account is opened. Minimum balance fees will be waived monthly until we receive our Tax Exempt Status.
- b. Once our Tax Exempt Status granted via IRS.
  - i. Required to notify Capital One.
  - ii. Capital One will identify IMPACT Texas as a tax exempt Corporation.

**Response:** Current account balance \$250.00 .00.

### **IX. \*Adopt bylaws:**

**Response:** Directors requested additional time to review the bylaws. The Board will review and electronically make any changes by using "Track Changes" in word. All edits are **due by April 9, 2015**. The Board of Directors will email their revisions electronically and the CEO will edit and the Secretary will send the final documents for approval.

### **X. \*Conflict of Interest policy:**

**Response:** The conflict of interest policy will be included in the board packets. All Board of Directors must acknowledge any potential conflict of interest to the Board and CEO.

### **XI. \*Authorize the filing expenses:**

- a. Certificate of Formation.
- b. IRS form 1023 tax exempt status.
- c. State tax exemption.
- d. Property tax exemption.
- e. Nonprofit mailing permits to use special bulk.
- f. Assumed name certificates.
  - i. Secretary of State and Travis County.

**Response:** Unanimously the Board agrees to reimburse Stephanie A. Harris for all filing expenses of the Corporation. This was moved by Curtis Carr Jr., and motion second by Melissa Turner. The President adopted the above motion by unanimous vote.

### **XII. \*Authorize the CEO "Reimbursement for Start Up" Cost:**

### **XIII.**

- a. Certificate of Formation.
- b. Assumed Name Certificates; State and County.
- c. Website domain fees.
- d. Agency cell phone service.
- e. Agency post office box.
- f. Logo design and trade mark.



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- g. Website trade mark
- h. Office equipment; computer, printer, fax, scanner and supplies
- i. Or any other fees approved by the Board.

**Response:** Unanimously the Board agrees to authorize to reimburse the CEO for any start-up cost. This was moved by Blanca Rodriguez and seconded by Curtis Carr Jr. The President adopted the above motion by unanimous vote.

### XIV. \*Establish Committees:

- a. Fundraising – Chair Stephanie A. Harris
  - i. 7 Committee Members.
  - ii. Donation email request will send to donors by April 5, 2015.
- b. Backpack to School Bash – Chair Stephanie A. Harris

**Response:** The Board agrees to the following committees; fundraising and Backpack To School. The Chair for each committee will be Stephanie A. Harris. Motioned by Melissa Turner and seconded by Curtis Carr Jr. The President adopted the above motion by unanimous vote.

### XV. Announcements & Calendar updates:

- a. \***Backpack To School Bash** – give away 150 backpacks filled with school supplies will update flyer to include our “Logo” if it is completed prior to event.
- b. Tentative scheduled for Saturday August 8 or 15, 2015 11-1pm (set up 9:30 – 10:30).
- c. Library reservation have to be made within 90 days of the event (reserve in May).
- d. Director’s attendance appreciated.
- e. Admittance nonperishable item – donated to The Storehouse a local food pantry.
  - i. The Storehouse will provide barrels to collect the food items.
- f. Sponsorship Exhibits –
  - i. Three sponsorship exhibits confirmed.Giveaways: Will be provided to students.
- g. Donations Request: Sent to approximately 20 Sponsors.
- h. Donations Needed:
  - i. Backpacks:
    - 1. Ordered 30 large black.
    - 2. Need 70 to 80 additional.
  - ii. Notebooks:
    - 1. Composition.
    - 2. Spiral.
  - iii. Glue sticks.
  - iv. Alcohol free mouthwash.

### XVI. Action items that require a board vote:

**Response:** None.



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### XVII. Next Board Meeting:

**Response:** Mid-June 2015.

### XVIII. Adjourn.

**Response:** Meeting adjourned at 8:10 pm.

### BACKPACK TO SCHOOL BASH "SCHOOL SUPPLIES" We Need "Backpacks"

Single Subject Composition Note Books	Glue Sticks (Non Toxic)
Spiral Bound Note Books	Colored Plastic Folders with Pockets
College Ruled Loose Leaf Paper	Folders with Brads
Package of Loose Leaf Graph paper	Highlighters
3 Ring Binders with Dividers	Pens (Black and Blue)
Red Pens	Pencils and Colored Pencils
Index Cards	Pencils Holders

#	Action Items: Organizational Meeting April 2, 2015	Due Date: 2015	Status:
1.	Fundraising Committee Chair: <ul style="list-style-type: none"><li>Send donation email request to "Donors"</li></ul>	April 10th <sup>d</sup>	Pending.
2.	Backpack to School Bash: August 2015 <ul style="list-style-type: none"><li>Reserve conference rooms PF-Library -May 2015</li></ul>	April 10 <sup>th</sup> or May	Pending. Reservation are accepted within 90 days of the event.
3.	Edit Bylaws	April 9th	This Weekend.
4.	Conflict of Interest policy	April 14th	Sent to BOD: April 2, 2015
5.	Board applications and training	April 14th	Pending.
6.	IRS 1023 application-Tax Exempt Status	April 20th	Pending.
7.	Board Packets	May	Pending.
8.	Website	May	Christina G.



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9.	Corporation Logo and the following: <ul style="list-style-type: none"><li>letterhead, business cards, banners</li></ul> <b>Statements:</b> <p>Mission: To empower the lives of youth, families and individuals, uplifting communities to make positive changes by providing social services.</p> <ul style="list-style-type: none"><li>Vison: NA.</li><li>Tag Line: Enhancing the Lives of Others.</li></ul>	May or June – prior to next Board of Directors meeting	Pending final draft and vote.
10.	Logo – trademark	May filing fee \$50.00	File with SOS
11.	Backpack to School Bash Task: <b>April:</b> <ul style="list-style-type: none"><li>Military families – sign up for backpacks</li><li>PF-ISD; Apartment complexes</li></ul>	April and May	Pending.
12.	Community Directories – Follow Up April	April	Pending.
13.	Independent Contractors: <ul style="list-style-type: none"><li>CPA</li><li>Attorney</li></ul>	TBD	Pending: Completion of IRS 1023 Tax Exempt Status form
14.	Insurance: Board of Directors Liability Insurance	NA	<b>Pending:</b> IRS Tax Exempt Status
15.	Committees: <ul style="list-style-type: none"><li>Marketing</li><li>Compliance</li></ul>	NA	Table: Until Board of Directors meeting; June 2015
16.	Office equipment or programs: <ul style="list-style-type: none"><li>Quick Books</li><li>Computer</li><li>Printer</li><li>Fax</li><li>Scanner</li><li>Office supplies</li></ul>	TBD	<b>Pending:</b> Corporation generating revenue

/:/ Melissa Turner, Secretary April 6, 2015

/:/ Stephanie A. Harris, CEO April 6, 2015